

MAJOR CRIMES DIVISION

July 26, 2012

DIVISIONAL ORDER NO. 5
15.1

TO: All Major Crimes Division Personnel

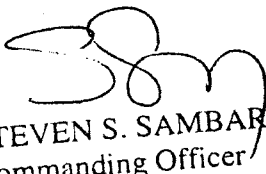
FROM: Commanding Officer, Major Crimes Division

SUBJECT: PROCEDURE FOR HANDLING SUSPICIOUS ACTIVITY REPORTS
WITH A DISPOSITION OF "UNFOUNDED"

Background: This order establishes a formalized process for the proper handling of Suspicious Activity Reports (SAR) when a SAR has been vetted and the disposition is determined to be "UNFOUNDED."

Procedure: At any time during the vetting process of a SAR, it is determined that the report does not meet the criteria for a SAR as established in Special Order No. 1, 2012, the SAR is to be assigned a disposition of "UNFOUNDED" by an Analysis Section Supervisor. Once a SAR has been assigned a disposition of "UNFOUNDED" an Analysis Section supervisor will ensure the SAR is purged from Major Crimes Division databases, including Memex and or Palantir. If the "UNFOUNDED" SAR has been shared with any other entity, such as the Joint Regional Intelligence Center, an Analysis Section supervisor will immediately notify the appropriate personnel from that entity that the SAR has been assigned a disposition of "UNFOUNDED." The supervisor will advise the entity representative of the reason for the disposition, and that the SAR has been purged from the MCD database.

Audit Responsibilities: The Inspector General is responsible for auditing the SAR process on a regular basis. Compliance with this Divisional Order will be determined by the Inspector General during the audit process.


STEVEN S. SAMBAR, Captain
Commanding Officer
Major Crimes Division